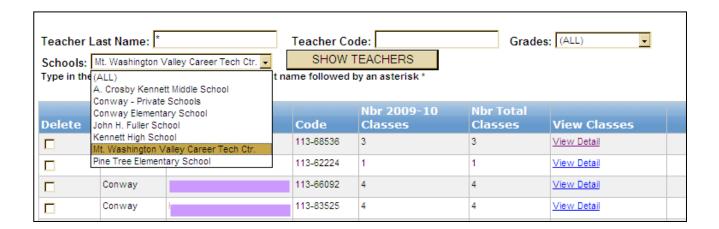# ~ PERFORMANCEPLUS AND CTE ~

Teacher's Guide

How to Score CTE Competencies
Online in PerformancePLUS

1) **Login to Performance Pathways through myNHDOE (https://my.doe.nh.gov/).**

2) **Once in Performance Pathways, click on the icon labeled "*TEACHERS*"**
   a. Depending on permission level, the PerformancePLUS welcome screen may include an icon labeled "*CLASSES*." This is typically only visible under Teacher-level permission and is not visible to District, SAU or other user types.
   b. Clicking on the "*CLASSES*" icon should bring a teacher directly to a list of his or her classes. **If this is the case, skip ahead to Step 4.**
   c. **IF THERE IS NO "*CLASSES*" ICON**, or if the icon does not take the teacher to a list of classes, continue to Step 3.

3) **Type in the teacher's last name under "*Teacher Last Name*" and select the CTE center from the drop-down menu labeled "Schools."**
   a. Make sure to select the CTE center, not the high school
   b. Typing an asterisk into the Last Name search box (*) will allow a search for all teachers. Depending on permission level, this will bring up a list of teachers in the CTE center.
   c. Here's an example, using Mt. Washington Valley Career-Tech Center:

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4) Find the correct name and click "*View Detail*" in the "*View Classes*" column. This will bring you to a list of that teacher's classes. To view the students in each class and score CTE competency assessments, <u>click the *Class Name*</u>.
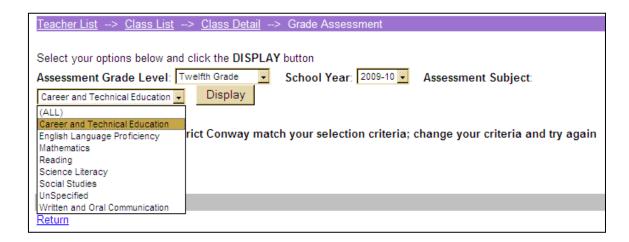
Teacher Name:									
Teacher Code:		113-68536 (ID:21675)							

Delete	School Year	Class Name	School	Grade	Subject	Description	Students	Active?	Edit
☐	2009-10	2010-CAD II CP	Conway Mt. Washington Valley Career Tech Ctr.	Eleventh Grade	UnSpecified		16	Yes	Edit Class
☐	2009-10	2010-INTRO TO CAD	Conway Mt. Washington Valley Career Tech Ctr.	Ninth Grade	UnSpecified		11	Yes	Edit Class
☐	2009-10	2010-INTRO TO CAD	Conway Mt. Washington Valley Career Tech Ctr.	Twelfth Grade	UnSpecified		8	Yes	Edit Class
		All Students 2009-10					35		

5) After clicking on the class name, the user will go to the *Class Detail* screen. To score a CTE competency assessment, click the link labeled "*Grade Assessment*" located beneath the class information.

    a. When in the *Class Detail* screen, a list of all the students currently enrolled in that class will be displayed. Clicking on each student's name will bring the user to that student's Student Profile page, where the user can view the student's history in the NH school system since 2006.
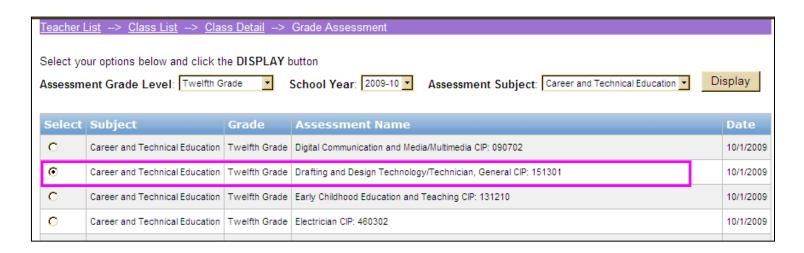
Class Name:	2010-CAD II CP
Class Code:	28240-CT30101--2010-1_2009
Description:	
Grade:	Eleventh Grade
School:	Mt. Washington Valley Career Tech Ctr.
Begin Date:	
School Year:	2009

Subject:	UnSpecified
Room nbr:	C216
End Date:	
Active?	Yes

Grade Assessment | Add Student to Class | Run Report

Students in the Class:

Select	Student Name	Student Code	Grade	Gender	Student Groups
☐		1148338497	Eleventh Grade	Male	Absences nbr days , All Students, CTE Participants, CTE Program, Madison, Nbr Schools Attended - 1, Promotion - Promoted
☐		1143216467	Twelfth Grade	Male	Absences nbr days , All Students, Bartlett, CTE Participants, CTE Program, Nbr Schools Attended - 1, Promotion - Promoted
☐		1143251697	Eleventh Grade	Male	Absences nbr days , All Students, CTE Participants, CTE Program, Nbr Schools Attended - 1, Promotion - Promoted, Tamworth
					Absences nbr days, All Students, Conway, CTE Participants, CTE

6) **This is the *Grade Assessment* screen. Change the dropdown menus to reflect the following, then click "*Display*":**

    a. **ASSESSMENT GRADE LEVEL**: Twelfth Grade *(select "Twelfth Grade" regardless of the grade levels enrolled in the course)*

    b. **SCHOOL YEAR**: Current school year (ie, 2009-10)

    c. **ASSESSMENT SUBJECT**: Career and Technical Education

Teacher List --> Class List --> Class Detail --> Grade Assessment

Select your options below and click the **DISPLAY** button

Assessment Grade Level: [Twelfth Grade ▾]   School Year: [2009-10 ▾]   Assessment Subject:

[Career and Technical Education ▾]   [Display]

| (ALL) |
| Career and Technical Education |
| English Language Proficiency |
| Mathematics |
| Reading |
| Science Literacy |
| Social Studies |
| UnSpecified |
| Written and Oral Communication |

rict Conway match your selection criteria; change your criteria and try again

Return

7) **Select the appropriate CTE assessment from the list, then scroll to the bottom of the page and click "*CONTINUE*."**

Teacher List --> Class List --> Class Detail --> Grade Assessment

Select your options below and click the **DISPLAY** button

Assessment Grade Level: [Twelfth Grade ▾]   School Year: [2009-10 ▾]   Assessment Subject: [Career and Technical Education ▾]   [Display]

Select	Subject	Grade	Assessment Name	Date
○	Career and Technical Education	Twelfth Grade	Digital Communication and Media/Multimedia CIP: 090702	10/1/2009
⊙	Career and Technical Education	Twelfth Grade	Drafting and Design Technology/Technician, General CIP: 151301	10/1/2009
○	Career and Technical Education	Twelfth Grade	Early Childhood Education and Teaching CIP: 131210	10/1/2009
○	Career and Technical Education	Twelfth Grade	Electrician CIP: 460302	10/1/2009

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8) A list of students enrolled in that class will be displayed, with the option to "*Click to Grade*" each student. Click on "*Click to Grade*" for the first student in the list.

Teacher List --> Class List --> Grade Assessment

First Name: ▮▮▮▮▮▮▮▮ **Last Name:** ▮▮▮▮▮▮▮▮

Class Name: 2010-CAD II CP
Description:
Grade: Eleventh Grade **Subject:** UnSpecified

Click here to Grade another Assessment
Selected Assessment to grade: Drafting and Design Technology/Technician, General CIP: 151301
Assessment Date: 10/1/2009
Nbr Sections: 12

Action	Sections Graded	First Name	Last Name	Student Code
Click to Grade	0	▮▮▮▮▮▮	▮▮▮▮▮	1148338497
Click to Grade	0	▮▮▮▮▮	▮▮▮	1143216467
Click to Grade	0	▮▮▮▮▮	▮▮▮▮	1143251697
Click to Grade	0	▮▮▮▮▮	▮▮▮	1139515573
Click to Grade	0	▮▮▮▮▮	▮▮▮	1143218630

9) Proceed to enter scores for that student.
    a. **Scoring is based on a 1-4 scale, where 1 is lowest and 4 is highest.**

1 = No Exposure	2 = Novice	3 = Proficient	4 = Mastery
Subject is or was not covered in class	*Student requires significant supervision to demonstrate skill or knowledge.*	*Student regularly demonstrates skill or knowledge.*	*Student demonstrates skill or knowledge numerous times without supervision*

    b. All questions do not have to be scored at once. The teacher may choose to score only those competencies covered in class to date.
    c. Scores are not fixed in stone. The teacher may return to a student's scores at any time and revise them to reflect improvement or deterioration in any of the scored skills.
        i) CTE centers may have different policies regarding how often scores are entered and when they should be completed. Please be aware of and adhere to the school's policy.

Question	Question text(Optional)	Point Value	Ques Type	Correct Answer	Student Answer
1	Select appropriate media for task/job. [AAI 4. Technical and Production Skills: Identify specific production and technical skills required for this industry.] [AAI 5. Underlying Principles of Technology: Explain through discussion the technological systems used within this industry.]	4	Open Ended	N/A	Student Score: 4
2	Demonstrate the use of drawing instruments to complement drafting media.	4	Open Ended	N/A	Student Score: 2
3	Construct sketches to conceptualize ideas or objects.	4	Open Ended	N/A	Student Score: 2
4	Construct sketches to describe an object.	4	Open Ended	N/A	Student Score: 3

10) Once the teacher has completed scoring the scoring session, they must save the scores by clicking one of the *Update* options at the bottom of the screen:

a. **UPDATE**: Clicking the *Update* button will save the scores that were just entered or revised, and the user will remain in the same student's scoring screen. This is useful, when entering many scores for the same student, if the teacher wants to save his or her progress as they go without exiting the student's scoring screen.

b. **UPDATE AND GET NEXT STUDENT ALPHABETICALLY**: Clicking on this link will save the scores that were just entered or revised for the current student, and the user will then be moved ahead to score the next student enrolled in the same class.

c. **GET NEXT STUDENT ALPHABETICALLY (No Update)**: Clicking on this link will discard any scores that were just entered or revised for the current student during the current scoring session, and the user will be moved ahead to score the next student enrolled in the same class.

d. **RETURN TO CLASS LIST**: Clicking on this link will return the user to the full class list. Make sure to click *Update* before returning to the class list, or scores that were entered or revised during the scoring session will not be saved.